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ABSTRACT

This practical handbook focuses on interpersonal skills that will increase the effectiveness of recent library school graduates, paraprofessional librarians, and aides who have assumed the role of managing small public or school libraries. It describes numerous techniques that librarians can use to become better leaders and offers specific examples to illustrate management principles. In the introduction, the need for interpersonal skills in the library setting is examined and necessary skills and related issues are discussed. Chapters include (1) "Successful Management Skills"; (2) "Types and Sources of Power"; (3) "Motivation"; (4) "Team Building"; (5) "Problem Solving"; (6) "Conflict Management"; (7) "Communication Skills"; (8) "Working With Administrators and Other Managers"; (9) "Conducting Successful Workshops, Presentations, and Meetings"; and (10) "Effective Leadership Skills." Short bibliographies with suggested readings follow each chapter. A sample perception survey form is appended. (Author/AEF)

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